

Privacy Notice - Data Protection Act 1998

Cawton VC Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information and may receive information about pupils from their previous school and the Learning Records Service. We hold this personal data to:

- Support learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing

Information about pupils that we hold includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about any pupil to anyone without parental consent unless the law and our policies allow us to.

The data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department of Education (DfE), and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

We will share results from the Early Years Foundation Stage with your local Sure Start Children's Centre to help them plan and deliver services that meet the needs of the community. We will provide your name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centres' role. However, you can ask that no information be passed to your local Sure Start Children's Centre. Please inform the school office if you wish to opt-out of this arrangement.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you want to receive a copy of the information about you that we hold or share, please contact the school in writing. If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<https://www.gov.uk/data-protection>

If you cannot access this website, please contact the DfE as follows:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Website: www.education.gov.uk